

Assigning Recital Programs in OPAS

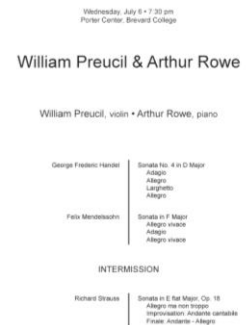
Often, organizations need or want to store recitals or other non-orchestra presentations in OPAS. To record these events as you do standard orchestral concerts, you would first need to enter recital (and/or chamber) repertoire into the OPAS **Works** area so those compositions could in turn be assigned to the recital program.

This guide suggests a method for storing recital programs that avoids the creation of each new recital composition in the Works area.

Create the recital program in Word

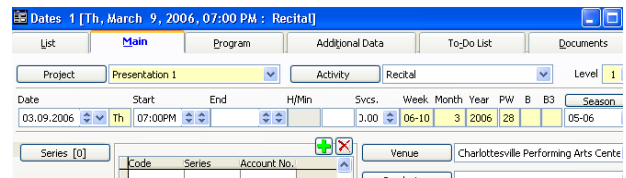
Particularly if the recital program is long and/or if it is formatted in a certain manner, it can be most effectively represented in a separate Word or Adobe Acrobat (PDF) document.

This also facilitates easy future printing of the recital program.



Create the activity

In the **Dates** area of OPAS, create the recital activity just as you would any other activity. In creating such activities, it can help to follow these guidelines:

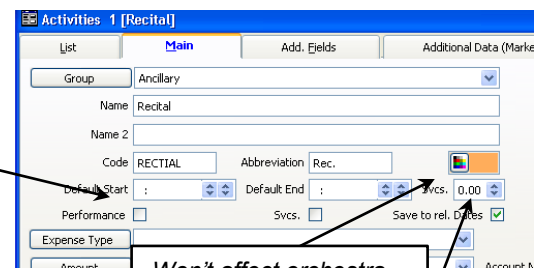


Projects – create a set of Projects that are separate from your Orchestral Projects, and generic enough to be used year after year. Examples might be:

- Presentation 1, Presentation 2, Presentation 3 (if your organization presents a variety of concerts each season)
- Recital 1, Recital 2, Recital 3 (if your organization has a specific recital series)

Avoid Project Names that would apply only one time – in our example, “Recital – William Preucil” is a poor choice for a Project Name unless Mr. Preucil has an annual recital performance and the Project can be used again.

Activities – likewise, a dedicated activity can help keep presented performances separate from those of your orchestra:



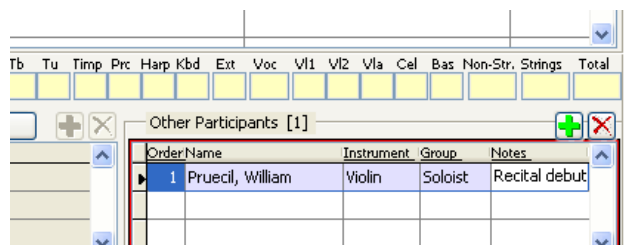
Won't appear on reports that look for 'performances only'

Won't affect orchestra service totals

Distinct color helps this stand out on screens

Assign the Recitalist on the **Program** tab

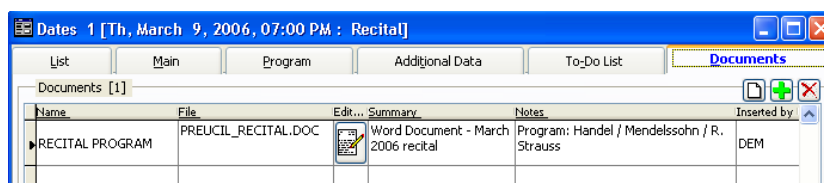
On the **Program** tab within the **Dates** area, assign the musician (or group) that performed the recital. As there are no compositions assigned to the concert, by definition there cannot be any soloist(s) so the performer(s) will be assigned in the **Other Participants** grid:



In the Other Participants grid you can also include any notes about the performer(s), and the accompanist (as a separate entry).

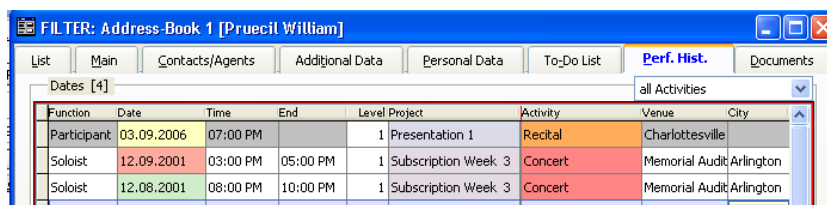
Link the Program

On the **Documents** tab, click the green “+” icon at the top right to link your Word or PDF file to the recital. The Notes field can hold a summary of the program (so in future visits to this screen you needn’t necessarily open the document to get an idea of the program).



Other Information / Tips

When recitals and other presentations are recorded in OPAS in this manner, they become part of the soloist’s **Performance History** in the **Address Book**:



Tip – In addition to linking the recital program to the actual Date record, you can also link it to the artist’s entry in the Address Book (on the Documents tab)

Tip/Option – In addition to notes on the Documents tab, you can also make note of the recital and/or program in the Notes field on the Dates Main screen.